

Sul Ross State University

Position Description

Official Title: Big Bend Region Minority & Small Business Dev. Center Director **Job Code:** 1260
Salary Group: Unclassified

Summary

Function: Manage the University business consulting department.

Scope: Provide business counseling and training for an eight county area in rural far west Texas.

Duties

Essential: Responsible for overall management of the Big Bend Region Minority and Small Business Development Center, which includes planning, implementation, and administration. The director will oversee a program which provides business counseling and training to small businesses in the Big Bend area. The director will manage the program in accordance with Grantee requirements. Refer to the FY 1992 Request for Proposal Document and your SBDC Contract with UTSA for operating and reporting guidelines. These contain the specifics of the "Grantee Requirements" for which all Center Directors are responsible. Administrative responsibilities include hiring and managing staff, managing financial resources, evaluating and monitoring programmatic units, marketing the program, developing additional resources, developing consultation delivery systems, and advocating the cause of small businesses. Department heads are responsible for content and maintenance of their department webpages. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Dean of Professional Studies.

Given: Supervises counselors and support staff.

Education

Required: Bachelor's degree.

Preferred: Master's degree.

Experience

Required: Three years experience managing a grant funded business development or business training program. Experience as a business manager or consultant may be substituted for up to two of the three years experience. Experience with and knowledge of small business issues and problems in the Big Bend.

Preferred: Small Business Development Center management experience.

Equipment/Skills

Required: Strong organizational, leadership, and problem-solving skills; ability to communicate well orally and in writing; ability to understand, establish and manage linkages between various agencies and institutions. Personal computer knowledge.

Working Conditions

Usual: Standard office conditions; significant travel required; exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: April 22, 1998